



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

## NOTIFICATION OF STATEWIDE CONTRACT

April 16, 2013

**CONTRACT TITLE:** Mail Services

**CURRENT CONTRACT PERIOD:** September 1, 2013 through August 31, 2014

**BUYER INFORMATION:** Jason Kolks  
(573) 522-1620  
[jason.kolks@oa.mo.gov](mailto:jason.kolks@oa.mo.gov)

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	November 9, 2009 through August 31, 2010	August 31, 2014

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

**THE USE OF THIS CONTRACT IS NOT MANDATORY.**

This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's **Contract Document Search and Retrieval System** located on the Internet at <http://www.oa.mo.gov/purch>.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C309115002	4312486030 0	AAA Mailing Service, Inc. 5224 Business 50 West Jefferson City MO 65109 (573) 893-7679 (573) 893-7673 (Fax) Email: <a href="mailto:dmustoe@aaamailing.com">dmustoe@aaamailing.com</a>	Yes	No

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
09/01/13 – 08/31/14	04/16/13	<b>Renewal. Changed the Buyer Information on page one from Megan Howser to Jason Kolks.</b>
09/01/12 – 08/31/13	05/22/12	Renewal.
09/01/11 – 08/31/12	06/24/11	Renewal.
09/01/10 – 08/31/11	11/04/10	Changed the Buyer Information on page one from Leslie Kemna to Megan Howser.
09/01/10 – 08/31/11	06/25/10	Renewal.
11/09/09 – 08/31/10	06/24/10	Added “Parcels” in the description column for line item 002 on the statewide notice.
11/09/09 – 08/31/10	03/30/10	Clarified price for line item 002 on the statewide notice.
11/09/09 – 08/31/10	02/26/10	Added line items 028 and 029 to contract for In-line Sorting of Letter Size Mail and In-line Sorting of Flat Size Mail.
11/09/09 – 08/31/10	11/16/09	Initial issuance of new statewide contract

## **INSTRUCTIONS TO THE STATE AGENCY FOR MAIL SERVICES**

1. State Agencies are encouraged to complete the customer survey attached to the end of the statewide notice regarding the contract and the contractor performance.
2. If your state agency encounters any problems regarding the quality or timeliness of service, complaints must be sent to the Division of Purchasing and Materials Management in writing to the attention of the buyer stated on Page 1.
  - 2.1 The customer survey may be used to submit documentation regarding contractor performance.

## **1. CONTRACTUAL REQUIREMENTS**

### **1.1 General Requirements:**

- 1.1.1 The contractor shall provide mail services, including mail preparation services, for any requesting agency of the State of Missouri (hereinafter referred to as the “state agency”) located in the Jefferson City, Missouri area in accordance with the provisions and requirements stated herein.
- a. For purposes of the contract, a state agency shall be defined as a division existing within a Department of Missouri State Government. However, some divisions may be further broken down by boards, bureaus, programs, etc. and shall also be designated as a state agency.
- 1.1.2 The contractor shall provide services on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever. The contractor shall agree and understand that any state agency of the State of Missouri may participate in the contract, but that the contract does not require mandatory participation by any state agency. The contractor shall agree and understand that the contract shall not be construed as an exclusive arrangement and if it is in the best interest of the State of Missouri, a state agency may, at its own discretion, obtain alternate services elsewhere.
- 1.1.3 Cooperative Procurement Program - If the contractor has indicated agreement on Exhibit D with participation in the Cooperative Procurement Program, the contractor shall provide mail services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (67.360 RSMo, which is available on the internet at: <http://www.moga.mo.gov/statutes/c000-099/0670000360.htm>.) The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the State of Missouri bears no financial responsibility for any payments due the contractor by such governmental entities.
- 1.1.4 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein. However, the state agency shall furnish mailing materials such as envelopes and mailing labels.

### **1.2 Mail Service Requirements:**

- 1.2.1 The contractor and the state agency shall establish a daily schedule for the pick up of the state agency’s mail. The contractor shall pick up all mail and supplies on the agreed upon days, times, and locations. In addition, the contractor shall provide additional un-scheduled pickups as requested by the state agency.
- a. At a minimum, the contractor shall be available for the pickup of mail until 5:00 p.m., Monday through Friday, except State of Missouri recognized holidays.
- b. The state agency shall make every attempt to give the contractor reasonable notice when un-scheduled pickups shall be required.
- c. The contractor must be able to pick up a minimum of 1,000 pieces of mail for each unscheduled pickup.
- 1.2.2 If the contract is awarded with the Value Added agreement, the state agency shall complete a PS Form 8096 (Value Added).
- 1.2.3 For mail presented to the contractor for metering, if such service is available to the state agency as specified in the contractor’s awarded proposal, the contractor shall meter such mail at the discount rate specified on the Pricing Page.
- a. Each state agency shall establish an account with either the USPS or the contractor, as determined by the state agency. If the state agency establishes an account with the contractor, the state agency will deposit an amount mutually agreed upon by the state agency and the contractor for the estimated postage costs.

- 1) The contractor shall provide the state agency with a monthly statement itemizing the postage charges for each day of the month.
    - 2) If there is money left in the account the state agency established with the contractor, the contractor shall refund the overage to the state agency with a check payable as instructed by the state agency in the amount of such overage. The contractor shall submit the check to the state agency at the address specified by the state agency.
  - b. In the event certain pieces of the mail do not qualify for the discount rate specified on the Pricing Page, the contractor shall add the appropriate amount of extra postage to those pieces of mail. The state agency shall NOT reimburse the contractor for the extra postage added to those pieces of mail that did not qualify for the discount rate.
- 1.2.4 For mail presented to the contractor for a permit imprint, if such service is available to the state agency as specified in the contractor's awarded proposal, the contractor shall sort the mail pieces at the greatest discount possible.
- a. Each state agency shall establish a permit imprint account with the contractor. The state agency will deposit an amount mutually agreed upon by the state agency and the contractor for the estimated postage costs.
    - 1) The contractor shall provide the state agency with a monthly statement itemizing the postage charges for each day of the month.
    - 2) If there is money left in the account the state agency established with the contractor, the contractor shall refund the overage to the state agency with a check payable as instructed by the state agency in the amount of such overage. The contractor shall submit the check to the state agency at the address specified by the state agency.
- 1.2.5 For state agency-metered letter size mail presented to the contractor for sorting, the state agency shall meter the mail at the discount rate specified on the Pricing Page.
- a. In the event certain pieces of the mail do not qualify for the discount rate specified on the Pricing Page, the contractor shall add the appropriate amount of extra postage to those pieces of mail. The state agency shall NOT reimburse the contractor for the extra postage added to those pieces of mail that did not qualify for the discount rate.
- 1.2.6 After completing the sorting services, the contractor shall deliver the mail to the United States Post Office designated by the stage agency or must ensure that the United States Post Office picks up the mail at the contractor's facility on or before the date metered on the mail. The contractor shall be able to deliver the mail to the United States Post Office or must ensure that the United States Post Office picks up the mail as early as the day following the contractor's pick up of the mail from the state agency, if so requested by the state agency.
- a. If the contractor cannot deliver the mail to the United States Post Office or the United States Post Office cannot pickup or accept the mail with the date metered on the mail or the date specified by the state agency, the contractor shall notify the state agency immediately and advise the state agency as to when the mail will be delivered to/picked up by the United States Post Office. The contractor shall follow the instructions given by the state agency.
- 1.2.7 The contractor shall satisfy all requirements of the United States Post Office.
- 1.2.8 The contractor must use software which is CASS certified and must maintain any other certification required by the United States Post Office. The contractor must maintain such certification throughout the term of the contract. The contractor must provide proof of such certification if requested by the state agency.

- a. The state agency shall provide the contractor with the CASS Certification if the state agency gives the contractor bar coded mail for the purposes of sorting only.
- b. If requested by the state agency, the contractor shall provide complete address correction services.

**1.3 Mail Preparation Requirements** – If mail preparation services are requested by a state agency, the contractor shall comply with the following:

- 1.3.1 The contractor shall provide one or any combination of the mail preparation services listed on the Pricing Page for which firm, fixed prices are provided, in accordance with the state agency's directions.
- 1.3.2 The contractor shall return all resources and unused supplies to the state agency.
- 1.3.3 The contractor shall complete any requested mail preparation services within a designated timeframe which is mutually agreeable to the contractor and the state agency.

**1.4 Safety, Security, and Confidentiality Requirements:**

- 1.4.1 The contractor shall assume full responsibility for the mail and its contents from the time of pickup until the mail is in the possession of the United States Post Office. The contractor shall process all mail in a safe, secure, and confidential manner.
- 1.4.2 The contractor shall employ mail handling and security procedures that will prevent the loss and theft of the state agency's mail.
- 1.4.3 The contractor and each person assigned by the contractor must have a security clearance approved by the Division of Purchasing and Materials Management in order to provide service under the contract. The contractor must obtain each of the required security clearances from their State Highway Patrol.
  - a. By no later than fifteen (15) days after the issuance of the Notice of Award, and prior to assignment of any new person, the contractor shall provide the Division of Purchasing and Materials Management with the following:
    - 1) A copy of the security clearance information obtained from the State Highway Patrol for each person assigned.
    - 2) A completed Authorization for Release of Information Form (Attachment #1) individually signed by the contractor and each person assigned to the contract.
    - 3) A completed Confidentiality Oath (Attachment #2) individually signed by the contractor and each person assigned to the contract.
- 1.4.4 If the state agency is dissatisfied with any aspect of the contractor's services, the state agency shall notify the contractor of such concern. The contractor shall take any action necessary to adapt the services to satisfy the needs of the state agency and the contractor shall notify the state agency of the action taken.
- 1.4.5 If requested by the state agency, the contractor shall allow a state agency representative to inspect the contractor's mail handling and security procedures during normal business hours, with or without prior notification.
- 1.4.6 Failure of the contractor to maintain the safety, security, and confidentiality of the state agency's mail and its contents shall not only be a material breach of contract, but shall subject the contractor to penalty as provided by law, including, but not limited to, the provisions of RSMo Section 32.057.
- 1.4.7 Dishonesty Bond - The contractor must have and maintain a Dishonesty Bond in a minimum amount of \$1,000,000.

- a. The bond shall cover the State of Missouri as additional insured.
- b. The bond shall cover any loss caused to the state agency through any fraudulent or dishonest act or acts committed by the contractor or any of the contractor's personnel, acting alone or in collusion with others by virtue of his/her position or employment during the contract period.
- c. No later than 30 days after notification of award of the contract, the contractor must submit the bond and proof of such coverage to the Division of Purchasing and Materials Management.

## **1.5 Invoicing and Payment Requirements:**

- 1.5.1 Prior to any payments becoming due per the contract, the contractor must submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer.
  - a. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at:  
<http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>
  - b. The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Payment Website at <https://www.vendorpay.oa.mo.gov>.
- 1.5.2 Invoicing – The contractor shall submit an itemized invoice to the state agency that utilized the contractor's services.
  - a. The invoice shall be itemized in accordance with the firm, fixed prices indicated on the Pricing Page.
- 1.5.3 Payments – The contractor shall understand that each state agency utilizing the contractor's services shall be solely responsible for payment for only those services requested by that state agency.
- 1.5.4 Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

**PRICING PAGE**

(C/S Code: 91158)

1. **Mail Services:**

1.1 Metering

Line Item	Description	Firm, Fixed Price
001	Letter Size Mail	\$.015 per piece
002	Flat Size Mail/Parcels	\$.06 per piece <b>Denotes a savings of .06 per piece</b>

1.2 Permit Imprint

Line Item	Description	Firm, Fixed Price
003	Letter	\$.025 per piece
004	Flats	\$.045 per piece

2. **State Agency-Metered Letter Size Mail:**

Line Item	Description	Firm, Fixed Price	Discount Rate
005	Letter Size Mail	\$0.00 per piece	Non-automated, Presort Rate

3. **Mail Preparation:**

Line Item	Description	Firm, Fixed Price
006	Labeling Envelope with Pressure Sensitive Labels (Does not include imprint)	\$.0575 per envelope
007	Tabbing	\$.01 each
008	Single-folding	\$.0115 each
009	Double-folding	\$.0175 each
010	Stuffing Letter Size Envelope, One Insert (Machine)	\$.0172 per envelope
011	Stuffing Letter Size Envelope, Two Inserts (Machine)	\$.023 per envelope



<b>Line Item</b>	<b>Description</b>	<b>Firm, Fixed Price</b>
<b>012</b>	Stuffing Letter Size Envelope, Three Inserts (Machine)	\$.029 per envelope
<b>013</b>	Stuffing Letter Size Envelope, Four Inserts (Machine)	\$.035 per envelope
<b>014</b>	Stuffing Flat Size Envelope, One Insert (Machine)	\$.046 per envelope
<b>015</b>	Collating	\$.0125 Each
<b>016</b>	Sealing Letter Size Envelope (Manually)	\$.0125 per envelope
<b>017</b>	Sealing Flat Size Envelope (Manually)	\$.0345 per envelope
<b>019</b>	Inkjet Addressing and/or Permit Imprint	\$.0288 per piece
<b>021</b>	Mail Merge	\$0.17 per piece
<b>023</b>	Stuffing Letter Size Envelope, One Insert (Manually)	\$.03 per envelope
<b>024</b>	Stuffing Letter Size Envelope, Two Inserts (Manually)	\$.0345 per envelope
<b>025</b>	Stuffing Letter Size Envelope, Three Inserts (Manually)	\$.05 per envelope
<b>026</b>	Stuffing Letter Size Envelope, Four Inserts (Manually)	\$.055 per envelope
<b>027</b>	Stuffing Flat Size Envelope, One Insert (Manually)	\$.0518 per envelope
<b>028</b>	In-line Sorting of Letter Size Mail	\$.023 per piece
<b>029</b>	In-line Sorting of Flat Size Mail	\$.0403 per piece

**ATTACHMENT #1**

**AUTHORIZATION FOR RELEASE OF INFORMATION**

TO WHOM IT MAY CONCERN:

I hereby authorize and request release to the State of Missouri any and all records and information, including, but not limited to, originals or copies of any records, documents, reports, and criminal history record.

I understand that the State of Missouri may conduct and/or review a background investigation before rendering a decision regarding my eligibility to perform services for the State of Missouri and that this authorization is a part of that investigation.

I voluntarily agree to cooperate in such investigation, and release from all liability or responsibility the State of Missouri and all other persons, firms, corporations, and institutions supplying the above requested information.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
Birth date

\_\_\_\_\_  
Applicant's Social Security Number

**ATTACHMENT #2**

**STATE OF MISSOURI**

**CONFIDENTIALITY OATH**

I have been notified that Section 32.057 of the Missouri Revised Statutes, and Section 7213 of the Federal Internal Revenue Code impose criminal penalties for the unauthorized disclosure of tax information received from the federal government or by the State of Missouri. I will not reveal the condition or affairs of any person, firm, or institution in this State, or any facts pertaining to same that may come to my knowledge by virtue of my work, unless required or authorized by law to do so.

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*Signature of Employee/Agent*

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*Signature of Witness*

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Date

## ***Customer Survey Mail Services***

Please complete this customer survey to advise of any comments, suggestions, and/or improvements to the mail service contract and/or notice of award. In addition, complete the survey regarding contractor performance. The Division of Purchasing and Materials Management will use this information to improve the contract and/or notice of award. In addition, this office will use this information to monitor contractor performance.

### **MAIL SERVICE CONTRACTS**

1.	Contract meets your needs. Yes ____ No ____ (If no, provide comments below.)
	Comments:
2.	Contract included services required by your state agency. Yes ____ No ____ (If no, provide comments below.)
	Comments:
3.	Other:

### **NOTICE OF AWARD**

1.	Notice of Award meets your needs. Yes ____ No ____ (If no, provide comments below.)
	Comments:
2.	Notice of Award was easy to understand and locate information. Yes ____ No ____ (If no, provide suggestions for improvement below)
	Comments:
3.	Sample Document was easy to understand and use. Yes ____ No ____ (If no, provide suggestions for improvement below)
4.	Other:

**Customer Survey**  
**Mail Services**  
(continued)

**CONTRACTOR INFORMATION**

Contract Number: C309115002

Contractor Name: AAA Mailing Service Inc.

1. Service provided as requested. Yes \_\_\_\_ No \_\_\_\_ (If no, provide comments below.)

Comments:

2. Serviced provided by qualified individuals. Yes \_\_\_\_ No. (If no, provide comments below.)

Comments:

3. Responsiveness of contractor to inquires.

Comments:

4. Problems with the contractor and problem resolution. Comments:

5. Contractor courtesy. Comments:

6. Overall experience with contractor. Comments:

**RESPONDENT INFORMATION**

State Agency: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Copy and complete this survey and return via fax to 573-526-9817, via e-mail to the address indicated on page one, or mail to Division of Purchasing and Materials Management, Harry S Truman Building, 301 West High, Room 630, Jefferson City, Missouri 65101.

Thank you for taking time to complete this survey.